

## **RULE 7 - REQUIREMENTS FOR EMPLOYMENT**

### **Section 1. Age**

Minimum and maximum age limits shall be those established by State and/or federal law.

### **Section 2. Residence Requirement**

- A. As required by the City Charter, "The City Manager and all Department Directors need not be residents of the City or the state at the time of their appointments, but must become residents of the City within six (6) months."
- B. All other City employees must reside within a reasonable radius of the City. A reasonable radius is defined as that distance which does not prevent employees from meeting the standards established for their job by their Department Director. Departmental regulations implementing this policy, which are not in conflict with these rules, are permitted upon approval of the City Manager.

### **Section 3. Physical and Mental Fitness**

All applicants for City employment shall meet the requirements of the position and be mentally and physically capable of performing the essential functions with or without reasonable accommodation of the position for which they have applied. Qualified applicants with disabilities shall be provided with reasonable accommodations in accordance with applicable federal and state statutes. The physical and mental qualifications of persons having received a bonafide offer of employment may be evaluated by a City physician whenever the Human Resources Manager determines such an evaluation is in the best interest of the City.

### **Section 4. Hiring of Relatives**

- A. The City shall not permit employees in the classified or unclassified service who are spouses or related to the degree as follows: parent, child, brother or sister, whether or not related by blood, to work in a supervisory/subordinate relationship.
- B. If two people who are in supervisory/subordinate relationship marry, one party must submit a request to the Human Resources Manager for transfer or voluntary demotion. If there is no vacant position of the same or lower classification to which to transfer or voluntarily demote within 90 calendar days, one party must resign from the City service and, if the party so desires, be placed on a register. Provisions of Rule 6 in regard to transfer and voluntary demotion apply.

